

HACCP Step 1 – Activity Description

Activity Description	
Facility:	Site:
Project Coordinator:	Activity/Management Objective:
Site Manager:	
Address:	
Phone:	

Project Description i.e. Who; What; Where; When; How; Why	

HACCP Step 2 – Identify Potential Hazards

(to be transferred to column 2 of HACCP Step 4 – Hazard Analysis Worksheet)

Hazards: Species or Contaminants Which May Potentially Be Moved/Introduced
Vertebrates:
Invertebrates:
Plants:
Other Biologics (e.g. genetics, disease, pathogen, parasite, or non-pathogens):
Others (non-biological contaminants e.g. pesticide residue, oil products, etc. or harborage via packing or construction materials, etc.):

HACCP Step 3 – Flow Diagram

Flow Diagram Outlining Sequential Tasks to Complete Activity/Project
Described in HACCP Step 1 – Activity Description
(to be transferred to column 1 of the HACCP Step 4 – Hazard Analysis Worksheet)

Task 1	
	⇓
Task 2	
	⇓
Task 3	
	⇓
Task 4	
	⇓
Task 5	
	⇓
Task 6	
	⇓
Task 7	
	⇓
Task 8	
	⇓
Task 9	
	⇓
Task 10	

HACCP Step 4 – Hazard Analysis Worksheet

1 Tasks (from HACCP Step 3 - Flow Diagram)	2 Potential hazards identified in HACCP Step 2	3 Are any potential hazards significant? (yes/no)	4 Justify evaluation for column 3	5 What control measures can be applied to prevent undesirable results?	6 Is this task a critical control point? (yes/no)
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Task 1	Vertebrates				
	Invertebrates				
	Plants				
	Other Biologics				
	Others				

Task 2	Vertebrates				
	Invertebrates				
	Plants				
	Other Biologics				
	Others				

HACCP Step 4 – Hazard Analysis Worksheet (continued)

1 Tasks (from HACCP Step 3 - Flow Diagram)	2 Potential hazards identified in HACCP Step 2	3 Are any potential hazards significant? (yes/no)	4 Justify evaluation for column 3	5 What control measures can be applied to prevent undesirable results?	6 Is this task a critical control point? (yes/no)
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Task #	Vertebrates				
	Invertebrates				
	Plants				
	Other Biologics				
	Others				

Task #	Vertebrates				
	Invertebrates				
	Plants				
	Other Biologics				
	Others				

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HACCP Step 5 – HACCP Plan Form

HACCP Plan Form					
(all CCPs or “yeses” from column 6 of HACCP Step 4 – Hazard Analysis Worksheet)					
(1) Critical Control Point:					
Significant Hazard(s):					
Limits for Each Control Measure:					
Monitoring	What:				
	How:				
	Frequency:				
	Who:				
Evaluation & Corrective Action(s) (if needed):					
Supporting Documents (if any):					
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(2) Critical Control Point:					
Significant Hazard(s):					
Limits for Each Control Measure:					
Monitoring	What:				
	How:				
	Frequency:				
	Who:				
Evaluation & Corrective Action(s) (if needed):					
Supporting Documents (if any):					
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(3) Critical Control Point:					
Significant Hazard(s):					
Limits for Each Control Measure:					
Monitoring	What:				
	How:				
	Frequency:				
	Who:				
Evaluation & Corrective Action(s) (if needed):					
Supporting Documents (if any):					
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Facility:			Activity/Management Objective:		
Address:					
Signature:			Date:		
HACCP Plan was followed.					